



# Position Description

**POSITION TITLE:** *Vawdon Cup: Touch Football Venue Operations Assistant*

**DEPARTMENT:** *Sport (Events)*

**REPORTS TO:** *Sport Manager / Event Coordinator / Venue Manager*

**DIRECT REPORTS:** *Nil*

**PRIMARY OBJECTIVE:** *The role will assist in the management of the NSW Touch Football representative event, Vawdon Cup's operations. NSW Touch Football will look to facilitate with successful applicants venues close to their residence.*

<b>Dates of Work (Friday Evenings &amp; Sunday Days)</b>	<p><b>August</b> – Friday August 23, Friday August 30.</p> <p><b>September</b> – Friday September 6, Sunday September 8, Sunday September 15, Friday September 27.</p> <p><b>October</b> – Friday October 4, Sunday October 13, Friday October 18, Friday October 25, Sunday October 27.</p> <p><b>N.B.</b> Applicants may select available dates and need not be available for all dates.</p>
<b>Hours of Work</b>	<p><b>Fridays</b> – 5 hours, between 6pm-11pm</p> <p><b>Sundays</b> – 8 hours, between 8am-4pm.</p> <p><b>N.B.</b> The above are maximum hours, some venues may be less hours for that particular date depending on the number of matches played there.</p>
<b>Rate of Pay</b>	\$25 per hour.
<b>Locations</b>	Bankstown, Chifley, Daceyville, Manly, Parramatta, Penrith, Tempe, Westmead.
<b>Detailed Description</b>	<p>NSW Touch Football are seeking energetic and enthusiastic casual staff to assist with the administration and delivery of the Vawdon Cup competition, a premier representative event held across Sydney.</p> <p>The Operations Assistant will be responsible for assisting the Event Coordinator and Venue Manager with the delivery of the Vawdon Cup at each venue.</p>





	<p><b>Duties can include:</b></p> <ul style="list-style-type: none"> <li>• Assist with conducting field and venue inspection</li> <li>• Assist with field and venue set-up</li> <li>• Assist with administration area set-up including tables for sign-on sheets, noticeboard for draws and competition information</li> <li>• Set up all medical equipment in the appropriate room or area</li> <li>• Ensure Medical staff have arrived</li> <li>• Ensure Referee scorecards and any additional information is with the venue's Referee's Director</li> <li>• Manage team sign-on sheet process</li> <li>• Provide suitable, informed and quality customer service</li> <li>• Manage game times</li> <li>• Manage injury reports</li> <li>• Manage incident reports and report to Venue Manager immediately</li> <li>• Collect Referee scorecards and team sign-on sheets to forward on to Venue Manager</li> <li>• Ensure the compliance of all Occupational Health and Safety Policies and Procedures by all participants at all times</li> <li>• Ensure Competition Policies and Procedures are being observed at all times</li> <li>• Assist in the pack down and bump out process</li> <li>• Report on any missing or damaged equipment</li> <li>• Provide feedback to Venue Manager and Event Coordinator</li> </ul> <p><b>The Successful Candidate will have:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Previous experience in organising sport programs, competitions or events</li> <li>• High Level of confidentiality and integrity</li> <li>• Ability to work productively independently and in a team environment</li> <li>• Ability to undertake varied tasks with a minimum of direct supervision</li> <li>• Good knowledge of Touch Football or similar team sports</li> <li>• Be punctual, reliable and neatly groomed at all times</li> <li>• A current Working with Children Check Number in NSW</li> <li>• A current Apply First Aid Certificate is desirable</li> <li>• Available to attend compulsory training sessions to meet Staff and ensure familiarity with event policies and procedures</li> </ul>
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***Applications must include a cover letter addressing the key selection criteria and a resume.  
Applications close 5pm Friday July 26, 2019.***

***To apply or for any questions in relation to this position, please contact NSW Touch Football Event Coordinator Keith Lee on (02) 9558 9333 or via email: [keith.lee@nswtouch.com.au](mailto:keith.lee@nswtouch.com.au).***

**NSW Touch Football**

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